

GA 2511  
3/13

2/15

### OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, LOUELLA C. AMPAC, OIC, Director of the Finance Division commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 - December 31, 2017

Submitted by:

*Louella C. Ampac*  
LOUELLA C. AMPAC  
Head of Unit

Recommending Approval:

*Remberto A. Patindol*  
REMBERTO A. PATINDOL  
VP for Admin. & Finance

Approved:

*Edgardo E. Tulin*  
EDGARDO E. TULIN  
President

Personnel Composition	Position Title/Designation	Number
Head	Director for Finance	1
Regular Admin Staff	Administrative Aide VI	1

Rating Requirements:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

OVPF MFO2: Financial Services & Management

		Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of Dec. 31, 2017	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODF MFO1: Budget Management Services											
Budget MFO 1	Budget Preparation Services	Percentage of Budget Utilization (Obligations BUR)	Dr. RAPatindol, Louella Ampac, Maria Teresa A. Cruz/Myrna S. Pancito	90% of budget utilized and obligated	35% for GF & 52% for STF	43% average	5.0	5.0	5.0	5.00	
		Percentage of approved budget against budget proposed as submitted and defended before CHED, Congress & Senate	OP, ODF, OVPAF, ODAHRD, OVPRGEA, Budget	90% of proposed amount approved	1 volume Budget Prop. Tier 1 & 2	111%	5.0	5.0	5.0	5.00	
		No. of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Dr. RAPatindol, Louella Ampac, Maria Teresa A. Cruz/Myrna S. Pancito	9 budget proposals approved by BOR	11 Budget Proposals approved by BOR	122%	5.0	5.0	5.0	5.00	
		Percentage of university budget from GF & income rationally allocated to departments & offices through conduct of budgetary review at the beginning of the year	Dr. RAPatindol, Louella Ampac, Maria Teresa A. Cruz/Myrna S. Pancito	1 budget review conducted first month of the year 100% of budget from GF & Fund 164 rationally allocated based on need	Sub-allotment prepared & sent to offices concerned	100%	5.0	5.0	4.0	4.67	
		Number of innovations for improved university budgeting introduced (OSBP, URS, RAOD/RABUD/ORS/BURS/RAPAL)	Louella C. Ampac, Maria Teresa A. Cruz/Myrna S. Pancito	1 innovation	1 innovation	100%	5.0	4.0	4.0	4.33	
Budget MFO 2	Processing Services	Percentage of total financial documents received are processed and allocated funds	Louella C. Ampac, Maria Teresa A. Cruz/Myrna S. Pancito-Budget Office	10,500 documents received	11,002 documents	104%	5.0	5.0	5.0	5.00	
		No. of budgetary accountability reports prepared, certified correct and approved by the President	Louella C. Ampac, Maria Teresa A. Cruz/Myrna S. Pancito-Budget Office	29 budgetary accountability reports submitted on time, error free & 53 others reports	41 budgetary accountability reports	141%	5.0	5.0	4.0	4.67	



		Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of Dec. 31, 2017	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODF MFO2: Financial Accounting Services											
Acctg. MFO 1	Bookkeeping Services	No. of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to DBM within mandated time, error free	Louella C. Ampac ESEsguerra -Accounting Office	745 reports	875 reports	117%	5.0	5.0	4.0	4.67	
Acctg. MFO 2	Processing Services	Percentage of financial documents (Vouchers, Payrolls, IGP Project reports)received are processed, approved and released within the day	Louella C. Ampac ESEsguerra -Accounting Office	10,650 of documents processed & released	12,870 of documents processed & released	121%	5.0	5.0	5.0	5.00	
ODF MFO3: Cash Management Services											
Cash MFO 2	Disbursement Services	Percentage of Budget Utilization (Disbursements BUR)	Dr. RAPatindol, Louella Ampac, Maria Teresa A. Cruz/Myrna S. Pancito	90% of budget utilized and disbursed	90.00%	100%	5.0	5.0	5.0	5.00	
		Maximized utilization of Cash Allocation intended for the university with approved processed documents, customer satisfaction and error free	CNuevo-Cash Office	5,600 checks and 461 disb. Vouchers	16,700 checks and 600 vouchers	285%	5.0	5.0	5.0	5.00	
		Developed own system in automatic pop-up of account number of the clients	CNuevo-Cash Office	90% implemented	90%	100%	5.0	5.0	5.0	5.00	
	Financial Reports	Financial mandated reports submitted to office concerned on the prescribed time, error free	Louella C. Ampac CNuevo-Cash Office	2,345 reports	2,535 reports	150%	5.0	5.0	4.5	4.83	

		Success Indicators	Persons Responsible	2017 Target	Actual Accomplishment	Percentage of Accomplishments as of Dec. 31, 2017	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Processing Services	Percentage of financial documents (Checks, SLCI, NCA Utilization, LDDAP and ACIC))received are processed, approved and released within the day	Louella C. Ampac CNuevo-Cash Office	271,043,745 documents	352,953,635 documents	130%	5.0	5.0	5.0	5.00	
	Student Services	Percentage of students' clearance and deposits withdrawals released within the day of request	Louella C. Ampac CNuevo-Cash	100% of students' clearance and deposits withdrawal acted & released within the day	100%	100%	5.0	5.0	5.0	5.00	
MFO4	Administrative and Support Services Management	Efficient & customer-Friendly Frontline Service	All ODF staff	Zero percent complaint from clients served	100%	100%	5.0	5.0	5.0	5.00	
		Number of external linkages for improved financial management developed/maintained	L Ampac, Maria Teresa A. Cruz, E. Esguerra, C. Nuevo	6 external linkages (COA, DBM, BOT, LBP, NEDA, CHED)	100%	100%	5.0	5.0	5.0	5.00	

**Amount of Income Generated**

**Total Over-all Rating**

**83.2**

**Average Rating**

**4.89**

Received by:

Calibrated by:

Recommending Approval:

Approved:

*Planning*

**REMBERTO A. PATINDOL**  
Chairman, PMT

**REMBERTO A. PATINDOL**  
VP for Admin. & Finance

**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - quality

2 - efficiency

3 - timeliness

4 - average